

FIELD - Operations Inspector Performs Concrete Field Tests

Open the Maintain Sample Information window (main panel/Materials Management/Sampling and Testing/Sample Information) to create a new sample record. The system displays the **Basic Sample Data** panel.

Basic Sample Data		Addtl Sample Data	Contract	Other	Tests
Smpl ID:	j015631345155626		Status:	Logged	
Revised By:		Revising:		Sample Date:	01/28/13
Link To:		Link From:		Log Date:	04/05/13
Smpl Type:	Acceptance	Acpt Meth:	Acceptance		
Material:	604.01.001A	Class A, Concrete Mix			
Sampler:	j04093	Waller, Jamie			
P/S:	IMI - Lebanon	39500004			
Type:	Producer/Supplier	City: No Address Found.			
Prod Nm:					
Mnfctr:	IMI - Lebanon	39500004			
Town:		Geog Area:	Region 3 - Davidson		
Intd Use:	Bridge 2 footer sta 210+45				
Repr Qty:	28.000	Cubic Yard	Lab Control Number: CNj01563131S114620		
Auth By:		Auth Date:	00/00/00	Lab Reference Number:	
Lock Type:		Locked By:	j01563	Lock Date: 4/5/2013 15:56:44	
HQ: <input checked="" type="checkbox"/>					

In the **Intd Use** field note the location where represented material was used on the job (in case cylinders fail and/or cores need to be taken). If the field is not big enough for locations details, use the remarks field (Icon at top of window) to give location details. In the **Repr Qty** field, type the overall quantity the sample represents.

Click the **Addtl Sample Data** tab. The system displays the **Addtl Sample Data** panel. Fields that require data are marked with green boxes.

Basic Sample Data		Addtl Sample Data	Contract	Other	Tests
Smpl ID:	j0156314AH110236		Buy American:		
Reqst By:			Witnessed By:		
Smpl Size:	1	Cubic Yard			
Dist from Grade:					
Station:	98+35	Offset:	12'	Reference:	Left
Smpld From:					
Smpl Origin:					
Control Type:		Cntl Number:	123.A,B (3500)	Seal Number:	
Design Type:	PCC	Mix ID:	714002		
Plant ID:			Plant Type:		
Creator User ID:	j01563	Include Standard Remarks:		Sample Created from DWR	<input type="checkbox"/>
Last Modified User ID:	j01563	Last Modified Date:	10/17/14	DWR Date:	00/00/00
				DWR Inspector:	

Mix ID field, Warning! The mixes available are all approved and associated to the selected material code, but are not filtered by any contract. Confirm the mix ID against paperwork and the Contract Mixes window.

If cylinders are to be made, enter the cylinder numbers in the **Control Number** field. Example: 234,A,B

Note: Although it is a rare occurrence, if the concrete mix design has a 'Required Average Minimum Strength' greater than the standard 3000 or 4000 psi, note the required strength in parenthesis after the cylinder numbers for the Lab Tech and Lab Supervisor performing and approving tests. Example: **234,A, B (3500)**

Click the **Contract** tab. The system displays the **Contract** panel.

Maintain Sample Information

Basic Sample Data Addtl Sample Data **Contract** Other Tests

Sample: j01563149P130801

Contract ID	Project	Line Item	Proposal Line Number	Item Code	Fed State Prj Nbr	Cont Est Matrl Qty	Represented Qty	Material Unit	Reported Matrl Qty
CNG132	49006-3232-94	0510		604-03.01	BR-STP-87(3)	146.000	XXX	Cubic Yard	146.0

Select Contract/Material Information

Please tab out of the field to retrieve the Line Item select list

Contract ID: CNG132 CONSTRUCTION OF TWO CONCRETE BOX BEAM BRIDGES

Project Number	Line Item Number	Proposal Line Number	Item Code	Line Item Desc
49006-3232-94	0510	0510	604-03.01	CLASS A CONCRETE (BRIDGES)
49006-3232-94	0630	0630	620-05.01	CONC PARAPET SINGLE SLOPE (STD-1-1)
49006-3232-94	9011	9011	604-01.08	CLASS A CONCRETE (FOUNDATION LEVE

Now, record the contract items that the sample represents.

- 1 On the toolbar, click **New**. Then,
- 2 search for and select the desired contract
- 3 select the desired contract line item(s)

Warning! Do not enter a quantity. The quantity to be paid is entered in a DWR. The material has a rate/frequency of testing linked to it, and entering a quantity here will possibly cause a shortage of test results resulting in money being withheld.

Click the **Other** tab. The system displays the **Other** panel.

The screenshot shows a window titled "Maintain Sample Information" with a tabbed interface. The "Other" tab is selected. The "Sample" field contains "026881358095349". Below it is a table with columns "Type", "ID", and "Description". The first row has "Destination Lab" in the Type column, "TDOT699000" in the ID column, and "DEST - TDOT Field" in the Description column. The table is scrollable.

Type	ID	Description
Destination Lab	TDOT699000	DEST - TDOT Field

In the **Type** dropdown list, select **Destination Lab**. In the **ID** field, search for and select **DEST - TDOT Field Testing**. Save.

Now, assign tests.

The screenshot shows the "Assign Sample Tests" window. At the top, there is a menu bar (File, Edit, Services, Window, Help) and a toolbar with various icons, including a green circle around a button with a 'T' icon. Below the menu bar is the "Maintain Sample Information" window, which is partially visible. The "Sample" field contains "01563149P130801". The "Type" dropdown is set to "Destination Lab", the "ID" field contains "TDOT699000", and the "Description" field contains "DEST - TDOT Field Testing". Below this, the "Assign Sample Tests" section has fields for "Sample ID" (01563149P130801), "Sample Type" (Acceptance), and "Material Code" (604.01.001A). A message states "Assigning tests to the sample will lock the sample". At the bottom, there are three buttons: "Accept Default Tests" (highlighted with a green circle), "Cancel", and "More...".

Sample ID: 01563149P130801 Sample Type: Acceptance Material Code: 604.01.001A

Assigning tests to the sample will lock the sample

Accept Default Tests Cancel More...

On the toolbar, click the **Open Assign Tests** button. The system displays the Assign Sample Tests window.

Click the **Accept Default Tests** button. The system associates 'M016 - Field Tests of Freshly Mixed Concrete' to the sample record.

You are now ready to either navigate to LIMS and enter test results or copy sample to prepare sample for cylinders.